

SEAT BASE DEMOB WORKSHEET

This worksheet was developed to help the SEAT Manager work through the demob process. Complete the following worksheet and provide the using agency with a copy for their records.

AGENCY CLOSE-OUT:

Conduct a close-out interview with an agency representative that you were working with and provide them with the following information

? Summary of the overall SEAT operations that were conducted with the using agency including dispatch, logistical, administrative and operational support that was provided.

? Review any mobile base plans that may have been developed and provide the agency with suggestions for improving or enhancing the current operation.

Close-out interview conducted with:

Name: _____ Title: _____ Date: _____

Ensure the agency has copies of the following documentation:

- | | |
|--|--|
| <input type="checkbox"/> SEAT Pre-Use Information Sheet (SEAT-001) | <input type="checkbox"/> SEAT Mechanic Duty Day Log (SEAT-005) |
| <input type="checkbox"/> SEAT Pre-Use Inspection (SEAT-002) | <input type="checkbox"/> SEAT Tanker / Cost Summary (SEAT-006) |
| <input type="checkbox"/> SEAT Pilot Flight Time Log (SEAT-003) | <input type="checkbox"/> Copies of OAS 23's |
| <input type="checkbox"/> SEAT Fuel Truck Driver Log (SEAT-004) | <input type="checkbox"/> Evaluation Report on Contractor Performance |

Other Documentation:

Supplies:

Provide the agency with a current inventory of any non perishables supplies that have been signed out to support the SEAT operation. If the SEAT Manager has any of these supplies checked out in their name, they need to make sure to transfer the property to authorized personnel.

Supplies transferred to: _____ **Date:** _____

The SEAT Manager should also provide the agency with information about supplies that were ordered or charged under a Blanket Purchase Agreement (BPA). The agency will need this information for their procurement personnel to process payment.

BPA used in the SEAT operation: *(Provide the list of Vendors)*

Equipment:

Provide the agency with any shift tickets or information about equipment that was signed up on Equipment Rental Agreements (ERA) or ordered through BAR. The agency will need this information to ensure the equipment is released back to the vendor it was ordered from and assist the procurement personnel with processing payments.

Eras USED AT THE SEAT BASE

STATUS: (Released / Active)

FIXED WING BASE OPERATOR:

Conduct a close-out inspection with the Fixed Wing Base Operator to ensure the site is in the same condition that was documented in the pre-use inspection. The inspection should include close inspection of the following areas:

- ☐ Ramp area including wash down areas.
- ☐ Areas used to store retardant, water and supplies.
- ☐ Areas utilized by the SEAT Manager for operations.
- ☐ Area designated for the portable toilets.
- ☐ All travel lanes used to access the site.

Document and forward any concerns, rehabilitation issues or suggestion the Fixed Wing Base Operator may have about current or future operations from the site:

Inspection conducted with: _____ Title: _____ Date: _____

CONTRACTOR CLOSE-OUT:

Conduct a close-out session with the contractor to include the following items:

- ☐ Conduct a close-out inspection with the contractor personnel of the areas on the SEAT base that were used by the contractor for operations. Make sure the ramp and taxiway are clean of retardant residue and trash. Ensure the contractor has mitigated all concerns or issues that the Fixed Wing Base Manager has identified on the post inspection that was determined the contractor's responsibility to fix.
- ☐ Ensure all OAS 23's have been signed and properly closed out. Make sure the agency has a copy of all OAS 23s that were generated during the assignment.
- ☐ Provide the contractor with a copy of the "Evaluation Report On Contractor Performance".

DEMOB PLANS:

The SEAT Manager and the dispatch office must determine if they will be following the guidelines established in the National Mobilization Guide or the Geographic Area Mobilization Guide: *(Check one section listed below)*

☐ The SEAT **will be** crossing geographical boundaries during their demob, and will follow the guidelines established in the National Mobilization Guide for the National Interagency Coordination Center (NICC).

☐ The SEAT **will not be** crossing geographical boundaries during their demob and will follow the guidelines established in the Geographic Area Mobilization Guide. The dispatch office should be able to provide the SEAT Manager with the established guidelines.

The SEAT Manager must ensure that all the contractor personnel are thoroughly briefed on the appropriate demob guidelines.

DISPATCH CLOSE-OUT:

Provide the dispatch office with the proposed travel plans for the SEAT and support vehicle if they have been demobed.

Aircraft travel plans:

☐ Agency Flight Following ☐ FAA Flight Plan ☐ No Resource Tracking

Departure location : _____ Estimated Time: _____

Arrival location: _____ Estimated Time: _____

Scheduled fuel stops: _____

Check-in procedures: _____

SEAT Support Vehicle travel plans:

Departure location : _____ Estimated Time: _____

Arrival location: _____ Estimated Time: _____

Travel routes: _____

Overnight plans: _____

Check-in procedures: _____

Provide the agency with a current phone number or address that you may be reached at if they should have any questions in the future.

Name: _____ **Phone:** () _____

Home Unit Assigned To: _____

Assignment Dates: From: _____ **To:** _____ **Position Held:** _____